

Procurement Advisory No. 97 B

USDA Mandatory Sources for Office Supplies

1. SUMMARY

The purpose of this Procurement Advisory is to inform the Department of Agriculture (USDA) agencies that the General Services Administration, through the Federal Strategic Sourcing Initiative (FSSI) has awarded Indefinite Delivery, Indefinite Quantity (IDIQ) contracts for office supplies. This FSSI initiative is called Office Supplies 3 (OS3) and it is a mandatory source for office supplies for the USDA.

Many of the IDIQ's were awarded to small business entities. Patronization of these IDIQ contracts represents a great opportunity for our agencies to achieve significant savings and meet Department-wide socioeconomic goals. The agreements are estimated to save federal agencies millions over the next few years on office supplies and make it easier for agencies to procure their office supplies. By leveraging the buying power of the federal marketplace, the GSA Federal Strategic Sourcing Initiative has obtained discounted pricing on all office supplies, including paper and toner. Under these IDIQ contracts, discounts increase as the agencies procure more items.

These IDIQ contracts are easy to use, provide additional discounts to the negotiated prices already available on GSA's Schedule 75 for office supplies, and provide the federal government with a fast and effective way to order, while ensuring prompt, cost-effective delivery and quality customer service. Additional benefits include:

- Ensuring compliance with applicable regulations, including the AbilityOne Program;
- Fostering new markets for sustainable technologies and environmentally preferable products;
- Simplifying data collection and enhancing transparency by enabling agencies to better manage spending and cost savings for office supplies.

2. BACKGROUND

In January 2011, USDA announced the availability of GSA, FSSI Government-wide Blanket Purchase Agreements (BPA's) for office supplies (OS2) and mandated usage; and the usage of USDA's AbilityOne store, Paperclips Etc. for all office supply purchases.

3. REFERENCES

- The IDIQ contracts can be accessed via GSA Advantage/USDA Advantage at www.usdaadvantage.gsa.gov. Click on the Strategic Sourcing link on the left side of the page to access a wide array of office supplies.
- If you are interested in obtaining green office supplies, you will be able to see all available items under various environmental attributes within this aisle.
- For more ordering information, please visit www.gsa.gov/fssiofficesupplies.

4. ACTIONS

Any USDA employee with a Contracting Officer's Warrant or the authority to acquire office supplies by purchase card may use the IDIQ contracts within purchase limits without the need for further authorization.

COMPETITION REQUIREMENTS: No additional competition is required. The GSA Office Supply FSSI IDIQ contracts were competed.

5. CONTACTS

If you have questions or comments regarding this advisory please contact Genevieve Lucas by telephone at 202.690.0015 or email at Genevieve.Lucas@dm.usda.gov, or send an email message to the OPPM Procurement Policy Division at procurement.policy@dm.usda.gov.

Procurement Advisories are issued by the Procurement Policy Division of the Office of Procurement and Property Management, Departmental Management, USDA, Dorothy Lilly, Chief, and posted on the USDA World Wide Web site at the following URL: <http://www.dm.usda.gov/procurement/policy/advisories.html>.

EXPIRATION DATE: Effective upon issue date until canceled.

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